

APPLICATION FOR RECORDS DISPOSITION STANDARD

marta

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division.

3. Dept., Division, Subdivision & Administering Office Address			FOR RECORDS MANAGEMENT DIVISION USE			
MARTA 100 Peachtree Street, N.W. Suite 1300 Atlanta, GA 30303			Date Received		Application No.	Date Completed
			NOV 21 1975		75-257	NOV 26 1975
			1. Application Date		2. Dept. Application No.	
4. Person to Contact			5. Working Title		6. Telephone No.	
Douglas M. Haire			Records Management Analyst		586-5260	
7. ACTION REQUESTED						
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series		9. Exact Series Title				
- present		Traffic Accident Atlanta Transit System - Law Suit Files				
10. What is the function of the office in which this record series is created?						
The Atlanta Transit System, Inc., operated the Transit Service from 5/1/54 to 2/17/72. Officers of the company were R. L. Sommerville (President), William P. Maynard (Vice President and President), John Gerson (Vice President), and Henry L. Taylor (Vice President and Secretary-Treasurer). The companies were chartered by the State and were responsible for the delivery of transit services to the City of Atlanta.						
see attached						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):						
Documents relating to: litigation as to liability of the Atlanta Transit System by claimants involved in traffic accidents						
Included are: depositions, photos, accident reports, eye-witness reports, memos, and any additional material relating to the law suit						
File is arranged: numerically, by claim number						
ATTACH SAMPLES OF THE FILE						
12. Equipment Occupied	No. of Drawers	Cu. Ft. of Records	Annual Rate of Accumulation		No. of Drawers Cu. Ft. of Records	
Letter-size File Drawers						
Legal-size File Drawers			Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
					This Year's Last Year's Preceding Year's All Prior Year's	
			AVERAGE DAILY REFERENCES			

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- YES NO
13. ☒ ☐ Is this the Record Copy of the series?
14. ☐ ☒ Is there a duplication of this series in another office or agency?
15. ☐ ☒ Is the information contained in this series ever summarized or published? Attach copy.
16. ☒ ☐ Does the series contain classified information requiring security handling?
CONFIDENTIAL Legal Information
17. ☐ ☒ Does the series initiate, amend or terminate agency policies and procedures?
18. ☒ ☐ Could the function be performed if the files were lost or destroyed?
19. ☐ ☒ Is the series (or major portion of it) regularly microfilmed? If yes, why?
20. ☐ ☒ Does the record series provide data as input to an EDP file?
21. ☐ ☒ Does the record series contain documentation produced as EDP printout?
22. ☐ ☒ Has the Federal Government issued instructions governing retention/disposition of these files?
23. ☐ ☒ Will there be a need for these records 10, 15 years from now? If yes, what?

24. REQUIREMENTS. The following requires the files to be kept _____ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ Other Place in inactive upon completion of litigation. Cut inactive file by calendar year, then:
- ☒ Hold in the current files area _____ month(s)/ _____ year(s): *DATE*
- ☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold *4 1/2* year(s):
- ☒ Destroy.
- ☐ Transfer to Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

26. APPROVALS

Approved	Department Records Management Officer.	Date	Approved	Legal Counsel	Date
	<i>H. L. Taylor</i>	<i>11-17-75</i>		<i>Wayne Crowder</i>	<i>10-28-75</i>
Approved	Division Head / Designee	Date	Approved	Division of Audit	Date
	<i>W. R. Barne</i>	<i>11-17-75</i>		<i>William V. Casale</i>	<i>11-19-75</i>
Approved	Department Head / Designee	Date	Approved	MARTA Management Advisory Committee	Date
	<i>H. L. Taylor</i>	<i>11-17-75</i>			
Approved	Records Management Analyst	Date	Approved	Department of Archives and History	Date
	<i>Douglas M. Hearn</i>	<i>10-28-75</i>		<i>Carroll Hart</i>	<i>11-26-75</i>

DIVISION OF CLAIMS

Functions and Responsibilities

The division is responsible for processing claims and law suits arising out of accidents involving the Authority. The division pays claims settled out of court and provides assistance to the Authority's attorneys when cases go to trial.

The division also processes workmen's compensation claims and collects funds due the Authority because of accidents where the Authority was not at fault.

Approved by:

Alan F. Kiepper
General Manager

Date:

12-18-14